

BY ORDER OF THE COMMANDER



SAFB INSTRUCTION 32-6001

8 November 1999

Civil Engineering

HOUSING GROUNDS PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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HQ AETC/CEH

This instruction establishes guidelines for grounds inspections of Capehart, Wherry and Bunker Hill Sheppard Air Force Base (SAFB) housing areas and applies to all military personnel assigned to military family housing on SAFB. It does not apply to any geographically separated unit.

SUMMARY OF REVISIONS

Revised the grounds discrepancy notification procedures; changed title of revised AETC Form 1188 to **Housing Area Improvement Survey**; deleted mention of AETC Form 1189 which is obsolete; added the Christmas Holiday House competition; and bullet format changed to reflect current formats. A “★” indicates revisions from the previous edition.

Section A -- SAFB Housing Grounds Program

1. Inspections of base housing are conducted every Tuesday by representatives of the Base Housing Office. During the winter months, the inspections will be conducted as necessary. The housing grounds and area inspections will include the following:

- 1.1. Grass cutting and shrub trimming.
- 1.2. Area policing, to include the removal and/or mulching of leaves.
- 1.3. Sidewalk and curb edging, to include removal of weeds from cracks in sidewalks and driveways and between curbing and street paving.
- 1.4. Grass watering.
- 1.5. Neatness of carports, garages, and trash collection areas.
- 1.6. Unauthorized construction.

1.7. Vehicle on sidewalk or lawn.

1.8. Prohibited parking of boats, recreational vehicles, trailers and campers and unauthorized parking of vehicles on sidewalks or seeded areas.

2. Specific items of interest and major areas of concern are outlined in the Family Housing brochure issued to all new occupants and reemphasized periodically through articles in the base newspaper.

3. Occupants must ensure their housing areas are policed and maintained at all times. This includes periods of absences due to leave, TDY, etc.

Section B -- Discrepancy Notifications

★4. An AETC Form 1188, **Housing Area Improvement Survey**, is mailed and/or delivered to the occupant's quarters for first and second discrepancies. If a third discrepancy occurs, the Housing Office will initiate a warning letter for the 82d Support Group Commander's signature. The signed letter will be sent to the occupant through the applicable squadron commander with a copy of the previous write-ups for that occupant's housing unit. If a fourth discrepancy occurs, the write-ups will be brought to the installation commander's attention for review for possible termination of housing. On 1 January each year all previous write-ups are discarded.

Section C -- Housing Grounds Awards Program

★5. In conjunction with housing grounds inspections, SAFB has a Housing Grounds Awards Program. This program awards those occupants who consistently maintain their areas and also enhance their areas through self-help and other initiatives. The Housing Office representatives will nominate the recommended award winners. The Deputy Support Group Commander will select the final winners.

5.1. During April through September, four yards will be selected each month as Yards of the Month. The categories are:

5.1.1. Two from Capehart Housing (one officer and one noncommissioned officer).

5.1.2. One from Wherry Housing.

5.1.3. One from Bunker Hill Housing.

5.2. Letters of commendation and signs designating the winning yards will be presented to each Yard of the Month winner, along with any other awards determined by the Support Group Commander or donated by other base or local agencies.

5.3. During July and October, four yards will be selected as Yards of the Quarter from the 12 eligible monthly winners. Letters of commendation and signs designating the winning yards will be presented to each Yard of the Quarter winner along with any other awards determined by the Support Group Commander and donated by other base or local agencies.

★6. In December of each year, one family housing unit from each housing area (Capehart, Wherry, and Bunker Hill) will be selected as the Best Holiday House. Criteria for selection of this award are originality and creativity. Best Holiday House winners will receive a gift package donated by base or local agencies and a yard sign designating the house as a Best Holiday House.

★7. AETC Form 1188, **Housing Area Improvement Survey.**

★8. History of instruction: Previously known as **STCR 91-2**, Apr 93; the instruction was changed 7 Jul 95 to reflect current number.

SHARLA J. COOK, Brigadier General, USAF
Commander